

Self-Service can be accessed directly from this link:

<https://selfservice.worcester.edu:8170/Student/Account/Login>

Or from WebAdvisor. Choose the Self-Service for Faculty (Rosters, Grading) link.

**Faculty Information**

[Self-Service for Faculty \(Rosters, Grading, Waitlist, Attendance, Permissions\)](#)  
[Search for Sections](#)  
[Search for Online Courses](#)










This will take you to the Self-Service login screen. Use your WSU credentials to log in. (Be sure to log out when you are done.)

one!

A screenshot of a "Sign In" login screen. The background is a dark blue pattern with a faint seal. A white rounded rectangle contains the text "Sign In" at the top. Below it are two input fields: "User name" and "Password". At the bottom of the white box is a blue rounded button with the text "Sign In".


Choose the Faculty link from the landing page.

hello, Welcome to Self-Service!  
choose a category to get started.

 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.
 <b>Faculty</b> Here you can view your active classes and submit grades and waivers for students.	

© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)



 **Faculty**  
Here you can view your active classes and submit grades and waivers for students.

© 2000-2021 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)

You are now on the Faculty Overview page. Here your classes for the current and upcoming semesters will be listed. Click on a class title to access the roster, grading, attendance, waitlisted students, faculty consent and requisite waivers for that class.

Spring 2021 Semester		
Section	Times	Locations
<a href="#">UR-193-OL: FYS:Change vs. Transition</a>	TBD 2/1/2021 - 5/15/2021	TBD Lecture only
<a href="#">WL-101-01: Beginning World Language</a>	T/Th 1:00 PM - 2:15 PM 2/1/2021 - 5/15/2021	TBD Lecture only

## Roster

From the Roster tab, you can export the list of students to Excel, Print the roster, Email all the students or email just one student.

SECTION Details  
[Back to Courses](#)

UR-193-OL: FYS:Change vs. Transition  
Spring 2021 Semester  
Worcester main campus  
TBD  
2/1/2021 - 5/15/2021  
TBD

Seats Available 6 of 10  
[Deadline Dates](#)

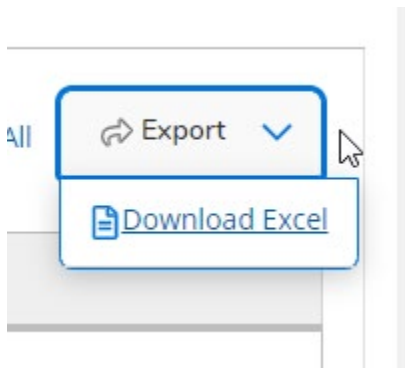
Waitlisted 0

Roster Attendance Grading Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Preferred Email
Bear, Yogi	0769995	Freshman	<a href="mailto:lacinma2@gmail.com">lacinma2@gmail.com</a>
Bell, Tinker	0769996	Freshman	<a href="mailto:lacinma2@gmail.com">lacinma2@gmail.com</a>
Duck, Donald	0769997	Freshman	<a href="mailto:lacinma2@gmail.com">lacinma2@gmail.com</a>
Krab, Krusty	0769998	Freshman	<a href="mailto:lacinma2@gmail.com">lacinma2@gmail.com</a>

“Download Excel” will create an Excel spreadsheet wherever you choose to save the file.



## Attendance

The Attendance tab allows you to track attendance. You can Update all students to the same Status and Attendance date or you can track attendance for some students. The Select Date drop down shows all the meeting dates for this class. The attendance options are Present; Absent, no excuse; Absent, excused; and Late. **Attendance tracking is optional. Students do not have an option to view Attendance tracking.**

The screenshot shows the Attendance tab interface. At the top, there are navigation tabs: Roster, Attendance (selected), Grading, Permissions, and Waitlist. Below the tabs, there is a dropdown menu for "Update All" and a "Select Date" dropdown set to "5/13/2021 (Thursday)". The main content is a table with the following columns: Student, 1:00 PM, Last Attendance Recorded, P, A, E, L. The table lists three students: Bear, Yogi (0769995), Bell, Tinker (0769996), and Krab, Krusty (0769998). Each student row has a "Select Attendance" dropdown and a chat icon. The attendance status for all students is currently 0 for all categories (P, A, E, L).

Student	1:00 PM	Last Attendance Recorded	P	A	E	L
Bear, Yogi 0769995	Select Attendance		0	0	0	0
Bell, Tinker 0769996	Select Attendance		0	0	0	0
Krab, Krusty 0769998	Select Attendance		0	0	0	0

© 2000-2021 Filurian Company I. P. and its affiliates. All rights reserved. Privacy

### Attendance Options:

This section shows a close-up of the "Update All" dropdown menu, which is currently set to "Update All". Below it, the attendance options menu is open for the student "Bear, Yogi". The menu options are: Select Attendance, Present, Absent, no excuse, Absent, excused, Late, and Select Attendance. A hand cursor is pointing at the chat icon next to the student's name.

Student	1:00 PM
Bear, Yogi 0769995	Select Attendance Present Absent, no excuse Absent, excused Late Select Attendance
Bell, Tinker 0769996	
Krab, Krusty 0769998	

### Update All options:

Roster **Attendance** Grading Permission

Update All ▼

- Update All
- Update Empty Records to Present
- Update Empty Records to Absent

Bear, Yogi  
0769995

Select Attendance ▼

Bell, Tinker

Attendance Date range:

Select Date

- 5/13/2021 (Thursday)
- 5/11/2021 (Tuesday)
- 5/6/2021 (Thursday)
- 5/4/2021 (Tuesday)
- 4/29/2021 (Thursday)
- 4/27/2021 (Tuesday)
- 4/22/2021 (Thursday)
- 4/20/2021 (Tuesday)
- 4/15/2021 (Thursday)
- 4/13/2021 (Tuesday)
- 4/8/2021 (Thursday)
- 4/6/2021 (Tuesday)
- 4/1/2021 (Thursday)
- 3/30/2021 (Tuesday)
- 3/25/2021 (Thursday)
- 3/23/2021 (Tuesday)
- 3/18/2021 (Thursday)
- 3/16/2021 (Tuesday)
- 3/11/2021 (Thursday)
- 3/9/2021 (Tuesday)

5/13/2021 (Thursday) ▼

## Grading

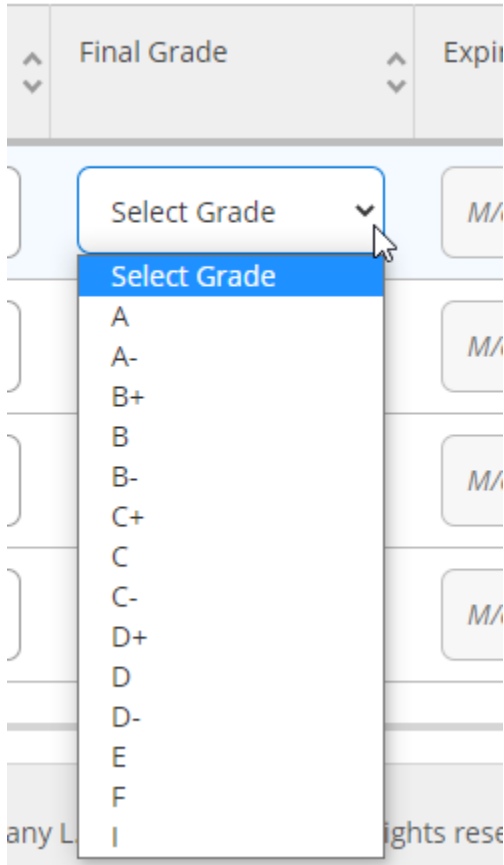
The first tab shows the roster and the previously entered grades. Choose the Final Grade tab to enter grades. Early Warnings and Failure Warnings are maintained in Starfish; the tabs are shown for reference only. The Final Grading, Failure Warnings, and Early Warnings tabs will show when grading is active. The Overview tab is always available.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Failure Warnings	Early Warning	Class Level	Credits
Bear, Yogi	0769995							Freshman	3
Bell, Tinker	0769996							Freshman	3
Duck, Donald	0769997							Freshman	3
Krab, Krusty	0769998							Freshman	3

Use the Grade Dropdown box to select grades for each student. If you enter an Incomplete (“I” grade), please use 12/30/25 as the Expiration Date.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Failure Warnings	Early Warning	Class Level	Credits
Bear, Yogi	0769995	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy			Freshman	3
Bell, Tinker	0769996	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy			Freshman	3
Duck, Donald	0769997	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy			Freshman	3
Krab, Krusty	0769998	<input type="checkbox"/>	M/d/yyyy	Select Grade	M/d/yyyy			Freshman	3


Final Grade options:



## Waitlist

The Waitlist tab displays any students on the waitlist for the course. You can email the student(s) from here. This is informational only.

Waitlisted 1


Student Name	Student ID	Status Date	Class Level	Preferred Email
 Duck, Donald	0769997	5/13/2021	Freshman	<a href="mailto:iacinma2@gmail.com">iacinma2@gmail.com</a>


## Permissions: Requisite Waiver, Faculty Consent and Student Petition


Roster Attendance Grading **Permissions** Waitlist

### Faculty Permissions

Choose one of the categories below :

 **Requisite Waiver**  
Waive prerequisites so that a student can register for the course.

 **Faculty Consent**  
Review and manage faculty consent for courses that require it.


 **Student Petition**  
Not Used

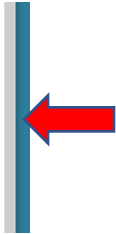
To give a student Faculty Consent to register for a class, choose Permissions → Faculty Consent. Use the lookup box to find the student. You can search for the student by name or by Student Id number. Click on the magnifying glass after entering the name or id number. You only need to give consent to courses that require Faculty Consent.

Roster Attendance Grading **Permissions** Waitlist

[← Back To Faculty Permissions](#)  
Faculty Consent

Faculty Consent Status

 No existing faculty consents

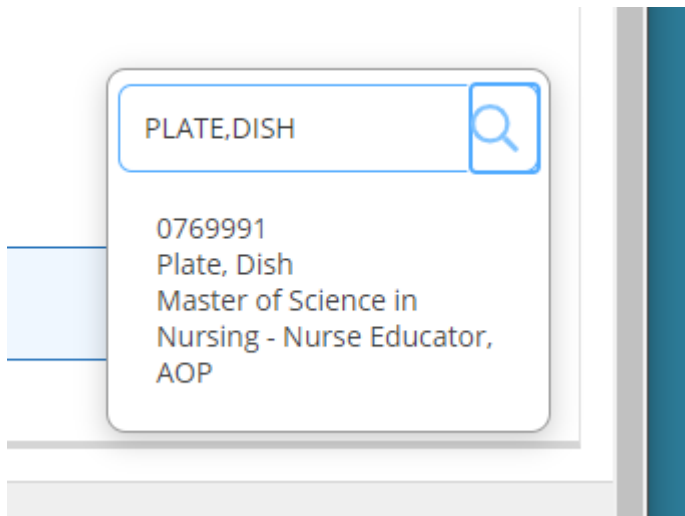


0769990  
Boots, Sock  
Master of Science in Nursing-  
Population & Public Health  
Nur



or





Choose the Status and Reason from the drop-down boxes. You can enter comments if you wish. Click Save when you are done.

A modal form titled 'Add Faculty Consent'. At the top, it shows 'UR-193-OL: FYS:Change vs. Transition' on the left and 'Spring 2021 Semester' on the right. Below this, the student's name 'Boots, Sock' is listed, followed by 'Student 0769990' and the email address 'lacinma2@gmail.com'. The form contains three main sections: 'Status' with a dropdown menu showing 'Select a status...'; 'Reason' with a dropdown menu showing 'Select a reason...'; and 'Additional Comments' with a text area containing the placeholder 'Additional Comments'. At the bottom, there are two buttons: 'Cancel' on the left and 'Save' on the right, which is highlighted in blue.

Language

### Add Faculty Consent

WL-101-01: Beginning World Language

Spring 2021 Semester

Student

**Plate, Dish**

Student 0769991

[lainma2@gmail.com](mailto:lainma2@gmail.com)

Status

Select a status... ▼

Select a status...

Overload permission

Faculty Consent

Reason

Additional Comments

*Additional Comments*

Cancel

Save

missions

age Add Faculty Consent

**WL-101-01: Beginning World Language** **Spring 2021 Semester**

**Student** **Plate, Dish**  
 Student 0769991  
[lacinma2@gmail.com](mailto:lacinma2@gmail.com)

---

**Status**

---

**Reason**

**Additional Comments**

The student will now be able to register for this class.

Faculty Consent Status Student Name or ID

Student	ID	Status	Updated By	Updated On	Explanation
Boots, Sock	0769990	Faculty Consent	Caswell, L	5/4/2021 6:35:55 PM	Instructor Permission

To waive a requisite for this class, choose Permissions → Requisite Waiver. Use the lookup box to find the student. You can search for the student by name or by Student Id number. Click on the magnifying glass after entering the name or id number.

[Back To Faculty Permissions](#)  
 Requisite Waivers

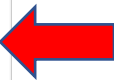
Student Waiver Information Student Name or ID

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Take AB-101:	Required	Previous

Corequisite Information  
 No corequisites



fudd,elme



0769999  
Fudd, Elmer  
BS in Sociology

or

0769990



0769990  
Boots, Sock  
Master of Science in Nursing-  
Population & Public Health  
Nur

sions

### Add Student Waiver

**AB-102-01: Beginning Arabic II** **Spring 2021 Semester**

**Student** **Duck, Donald**  
Student 0769997  
[laclnma2@gmail.com](mailto:laclnma2@gmail.com)

Approve  Deny

**Waiver Reason** Select a reason... ▼

**Comments**

Cancel **Save**

Required Explanati Other g Previous

Choose the Waiver Reason from the drop-down box. Add a comment if you wish. Click Save and the student will be able to register for the class. You can also Deny the Requisite Waiver.

-----

**Waiver Reason** Select a reason... ▼

**Comments**


- Select a reason...
- Select a reason...**
- Transfer Course
- Experience
- Other

Roster Attendance Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)  
Requisite Waivers

Student Name or ID

Student Waiver Information

Student Name	Student ID	Authorized By	Updated On	Explanation
 Fudd, Elmer	0769999	Caswell, L	5/14/2021 3:35:05 PM	Other

Prerequisite Information

Course	Enforcement	Timing
Take AB-101:	Required	Previous

Corequisite Information


No corequisites

WSU does not use Student Petitions; you will not see any information here.

Roster Attendance Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)  
Student Petition

Student Petition Status

 No existing students petitions

Be sure to log out when you are done.